



## Secretary's Service Agreement

*All forms must be submitted to your Key Club Faculty Advisor or President at least one week prior to the club election. Failure to do so will invalidate the candidacy.*

As a Key Club Officer candidate for Secretary of my high school's Key Club, I understand that some of the **duties** of the office are as follows:

- To complete at least 50 hours of service
- To serve as a leader and representative of my club
- To complete assignments as delegated by the Club President
- To consult my board before making major decisions, consider all my home Key Club members' ideas, and make these decisions clear to my Key Club Members
- To become well acquainted with my fellow club officers and to work together as a team with them to plan club socials, fundraisers, and service projects
- To get to know my club members and to address their questions and concerns
- To cooperate and work closely with our Division Lieutenant Governor and Sponsoring Kiwanis Club
- To promote member participation and attendance at events on all levels of Key Club
- To represent my club at Kiwanis Meetings
- To provide my current contact information (e-mail address and phone number) to the club members, club officers, Faculty Advisor, Kiwanis Advisor, Lieutenant Governor and Region Advisor, and to update them on changes
- To work with my fellow club officers to hold elections, according to the District Policy, for the new club officers of the following year and to submit the new board roster to my Lt. Governor
- To complete and submit a Monthly Report Form (MRF) to my Division Lt. Governor each month by the given deadline
- To promote Key Club in my school and community, and recruit new members to my club
- To have extensive knowledge of Key Club International and our District
- To train my succeeding secretary about my duties and responsibilities of office
- To follow my club bylaws in governing my club

To attend the following **mandatory** meetings and trainings:

- All Key Club board and club meetings at my school
- Majority or all of monthly Division Council Meetings (DCMs)
- Officer Training Conference (OTC), held between the time after District Convention and August
- Region Training Conference (RTC), held between August and October

The following are **highly recommended** events to attend:

- The Key Club District Convention (DCON) following the election  
Fall Rally North in October or Fall Rally South in November

Non-performance of these duties may result in removal from the office to which I am elected by the club officer board and advisors as specified in the club bylaws.

In addition, I understand that the conduct of Key Club business by any electronic means, such as websites, reflectors, e-mail, chat rooms, etc., must be conducted with Key Club integrity.

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[CANDIDATE'S SIGNATURE]

[DATE]

As this student's advisor, I feel that he / she is qualified and willing to serve as the next secretary of this club.

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[KIWANIS OR FACULTY ADVISOR'S SIGNATURE]

[PRINTED NAME]

As the parent or guardian of this candidate, I have read this Service Agreement and am ready to support him / her throughout his / her term of office.

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[PARENT OR GUARDIAN'S SIGNATURE]

[PRINTED NAME]

## General Information

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[PRINTED NAME]

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[BIRTH DATE]

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[EMAIL ADDRESS]

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[MEMBER ID #]

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[PREFERRED PHONE NUMBER]

PLEASE CIRCLE ONE

---

[ADDRESS]

**MALE**      **FEMALE**

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[CITY]

[STATE]

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[HOME CLUB]

[DIVISION]

This must be completed and submitted to the Club President at least one week prior to the election.